

TYPES OF 4TH CYCLE REVIEWS

Full HR Program Evaluation

- Will focus primarily on compliance issues.
- Short query will be sent.
- Compliance percentages for current report will be compared with previous Report Cards and statewide compliance figures.
- On-site review of as many as 25-35 actions of various types.
- Additional review of actions from computerized reports.
- Formal report written and presented to the appointing authority, Civil Service Commission, and Legislative Auditor.
- Advance notice of approximately 1-2 months.

Drop-In Visit

- Will focus primarily on compliance issues.
- Previous reports and drop-in letters will be reviewed for areas that should be examined more closely.
- 10-15 actions reviewed on site.
- Additional actions possibly reviewed through computerized reports.
- Letter sent to appointing authority and HR after visit.
- Advance notice of approximately 3 days to 2 weeks.

Paper Reviews – Paper reviews were discontinued for Cycle 4. In the event that budget cuts restrict our ability to travel, we may resume some sort of paper reviews in order to meet our goals.